

Title: Procurement Office Summer Assistant

Position Dates: June through August, start and finish dates are negotiable.

General Description: The position of Summer Procurement Assistant reports to the Procurement Manager. This position is responsible for providing assistance to the Procurement Manager with the writing and execution of goods and services contracts for the Indiana State Fair.

Responsibilities:

1. Assisting the Procurement Manager with contracts for goods and services to be used during the Indiana State Fair. Tasks include creating employment contracts, EDS sheets and distribution lists.
2. Completing administrative tasks such as filing, copying, typing purchase orders and creating and updating vendor mailing lists.
3. Other duties as assigned by the Procurement Manager.

Requirements:

1. Knowledge of Windows-based computer applications is required.
2. Candidate must be able to work seven days a week beginning the second week of July through the end of the Fair on August 19th. Availability to work until the end of August is desired but not required.
3. Knowledge of procurement contracts is preferred but not required.
4. Excellent administrative skills and attention to detail required.